

MONTANA CHEMICAL DEPENDENCY CENTER

POLICY AND PROCEDURE MANUAL

Policy Subject: Completing Change of Status Forms	
Policy Number: MNP 04	Standards/Statutes: ARM 37.27.130
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

To provide guidelines for completing Change of Status forms.

POLICY:

A status form will be completed on each patient upon admission, at the time of discharge, and if a patient is transferred between programs.

PROCEDURE:

I. At the time of admission, a status form will be completed. The status of the patient will depend if the patient is directly admitted to the primary treatment program (PTU) or if the patient requires detox. It is also based on the patient's primary drug of addiction: alcohol (ADA) or another drug (ADD).

II. The following information will be complete on the form:

- A. The patient's name.
- B. Patient number.
- C. Sex.
- D. County of residence.
- E. Date and time.
- F. Commitment status.
- G. Number of admissions.
- H. The level of care.
- I. The Ward to and the Ward from.
- J. The discharge status, if the patient is leaving.
- K. The signature of the employee completing the form.

III. Any change of status requires a new Change of Status form is completed. Change of status include:

V. Employees responsible for completing the status forms are given a thorough training on the procedure of completing the status forms at the time of hire. The training includes understanding the many different codes related to commitment status, county of residence, level of care, codes for PTU and detox, and types of discharges.

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